



## **Instructions For Payment Submitting Reimbursement Invoices**

Once you have received the approved grant, you do not get a check for the entire amount immediately.

In order to receive reimbursement from the pumpout grant program, you must submit invoices for expenses to the MEDEP as they occur.

### **Invoices must:**

1. Be dated. The date of the invoice must be within the effective period of the grant, look on page 1 of the approved grant paperwork for the effective time period.
2. Have your business name, address, and phone, as it appears on the approved grant paperwork, clearly identified.
3. Have your state Vendor Number listed. Your vendor number is listed on the first page of your approved grant paperwork.
4. Be numbered, please do not submit invoices to the MEDEP with identical invoice numbers.
5. Clearly identify the source of the cost, i. e. pumpout equipment, labor, disposal and the total cost for the line item.
6. Clearly show a line item for the cost sharing match, a credit of either 10% or 25%.
7. Clearly indicate the amount due.
8. Identify a contact person if there are questions about the bill.

Back up material with the invoice should include subcontractor or parts invoices, and copies of pumpout logs if requesting operations and maintenance costs.

Please see the invoice on reverse as an example.

**Invoices received by the MEDEP without this information may be returned, or payment delayed.**

If you have any questions, please call the grant administrator at 207-287-7905 or e-mail at [pamela.d.parker@maine.gov](mailto:pamela.d.parker@maine.gov).